

29 November 1951

Report from Room 220, Week of 19 November - 30 November

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To:

From:

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1. The illness of [REDACTED] and the newness of [REDACTED] required my staying close to clerical courses the week of Thanksgiving. The course ended Friday, 23 November.

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2. We have continued to exercise care in making out evaluation sheets since we have had several proofs of the fact that they are studied attentively and given a great deal of weight in some of the Offices. One girl's comment was: "I don't believe you realize here how important these are to us. Our promotions depend upon them."

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3. I attended a full session of Mr. [REDACTED] new indoctrination course to give me an idea of the content of the lectures.

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The idea seems good to me. As a follow-up, Mrs. [REDACTED] from the [REDACTED] and [REDACTED] and I met to discuss possibilities and pitfalls of a clerical orientation to follow the one-day indoctrination. We will continue to study the situation and come up with positive suggestions and plans.

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4. Miss [REDACTED] in this interim week is giving a special 10 hour course in filing to one OSI man headed for overseas and responsible for setting up his own files, and to two girls from OCD who needed practical help in reorganizing files within their offices.

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5. Mrs. [REDACTED] has had five or six interviews in various offices, a part of the process of making up a vocabulary list of Agency language for use in our shorthand course particularly. There has been a need for this for some time.

6. A new UTG/A General Intelligence course will be registered on Friday, 30 November, and we expect about 15. During that morning also we will run the testing program for the new clerical refresher course.

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